

TOWN OF BRIDGEWATER

OFFICE OF THE TOWN COUNCIL



Rules & Procedures Committee Meeting

Committee Members:

*Shawn George, Chair
District 3 Councilor*

VACANCY D5 Member

*Frank Sousa, Member
District 7 Councilor*

Location:

Virtual Via Zoom

To Attend Via Video, Click the Link Below:

[Click here to Join Rules & Procedures
Committee Meeting - 03/31/21](#)

Call In: 1-646-876-9923

Meeting ID: 982 7814 7650

Date & Time:

Wednesday, March 31, 2021

7:00 p.m.

Agenda

- A. Call to Order
- B. Approval of Minutes:
 - March 1, 2021
- C. Legislation Referred:
 - Ordinance D-FY21-005: General Ordinance - Amend Section XXV "Committees" of the Town Council Rules & Procedures
- D. Public Comment
- E. Adjourn



Bridgewater Town Council

In Town Council, Tuesday, February 23, 2021

Council Ordinance: D-FY21-005

Introduced By: Councilor Aisha Losche
 Date Introduced: February 23, 2021
 First Reading: February 23, 2021
 Second Reading:
 Third Reading:
 Amendments Adopted:
 Date Adopted:
 Date Effective:

Proposed Ordinance D-FY21-005

GENERAL ORDINANCE - AMEND SECTION XXV "COMMITTEES" OF THE TOWN COUNCIL RULES & PROCEDURES

WHEREAS, In accordance with the provisions of Section XXXVII of the Town Council Rules and Procedures Document relative to amendments to the Document, it is therefore;

ORDERED, that the Town Council assembled votes to amend the Town Council Rules & Procedures Document as follows:

Add the following Subsection to XXVI. COMMITTEES of the Town Council Rules & Procedures.

i. ANNUAL EVALUATION

In accordance with provisions of MGL and terms of the most recent Town Manager contract, each calendar year beginning in October, the Review Committee shall begin the Town Manager’s evaluation process following the steps enumerated below:

1. Review Committee Chair makes a general announcement at Council meeting to advise Councilors and public that the process is beginning.
2. Review Committee meet to decide on a timeline for:
 - a. Council Clerk to send evaluations
 - b. Return of evaluations
3. Upon receipt, Council Clerk compiles numeric values to average categoric and overall rating. Narrative sections will also be compiled into composite responses.
4. Review Committee Chair meets with Council Clerk to review results and final composite evaluation.
5. Town Council President meets with Town Manager to deliver evaluation in January. Town Manager and Town Council President agree on timeframe for Town Manager to submit written comments to be included with personnel file.

Explanation:

Adoption of this Ordinance will establish clear procedure for the Town Manager’s annual performance evaluation process.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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